

AGENDA  
SECTION 608 SIGN TASK FORCE  
SEPTEMBER 12, 2017

AGENDA ITEM 2  
APPROVAL OF MINUTES:

**JUNE 6, 2017**

DRAFT

**CITY OF LEBANON  
SECTION 608 SIGN TASK FORCE  
Minutes, June 6, 2017  
City Hall—Council Chambers  
5:30 p.m.**

**MEMBERS PRESENT:** Clifton Below, Mark Bradley, Stan Brown (alternate), Brian Clancy, Curt Jacques, Joan Monroe, Lindamae Peck (alternate), Robert Welsch

**MEMBERS ABSENT:** Gregorio Amaro (alternate), Megan Chapman (alternate), Daaron Mathews, Mark Pageau, Amelia Sereen, Mandy Spencer, Candy Swift (alternate), Rob Taylor

**STAFF PRESENT:** Planning & Zoning Director David Brooks, Zoning Administrator Tim Corwin

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**I. CALL TO ORDER**

The meeting was called to order at 5:38 p.m. by Mr. Corwin.

**II. APPROVAL OF MINUTES: May 23, 2017**

*Stan Brown moved to approve the minutes of the May 23, 2017 meeting of the Section 608 Sign Task Force as written. Seconded by Brian Clancy.*

*\*The motion passed unanimously.*

Mr. Corwin said Mr. Jacques had requested a summary of the direction provided by the Task Force; he said there may not have been a lot of consensus, but there has been a lot of good discussion, and things have been brought up that he had not thought about. He said there seems to be a consensus to allow electronic message boards. He said staff will use the discussion to draft regulations, including some possible alternative options.

(Ms. Monroe arrived at 5:43 p.m.)

**III. DISCUSSION ITEMS**

**C. Calculating Sign Area**

Mr. Corwin reviewed the sign area allowed for each property. What area should be included as part of the sign? He said he would exclude traffic-oriented markers and directional/informational signs required by the Planning Board. Mr. Jacques gave the example of a hand surgeon whose

1 sign frame is a giant hand. He said that is part of the sign because it reflects the service provided.  
2 Mr. Corwin said they could say that the support structure is part of the sign. Mr. Welsch said  
3 some parts of a sign's structure could block visibility. Mr. Jacques suggested that the structure  
4 could be no more than 30% of the sign. Ms. Monroe said if the structure is part of the design, it is  
5 part of the sign. Ms. Peck said structures that include plantings could be excluded, as they  
6 contribute to beautification.

#### 7 8 **A. Non-Conforming Signs**

9  
10 Mr. Corwin said there are many grandfathered signs in Lebanon. He said it is not clear if the law  
11 treats grandfathered signs the same way as it treats grandfathered uses. Regardless of change of  
12 ownership, if the use changes, the sign must conform to current regulations. They can still  
13 prohibit off-premises signs. If a sign no longer relates to the use, it could lose grandfathering. He  
14 said he will confirm whether a sign that falls down can be replaced and maintain grandfathering  
15 and whether a blank sign can still be used later and maintain its grandfathered status. Mr. Below  
16 suggested that the term "discontinued" rather than "abandoned" could be used for a certain  
17 length of time. Perhaps the length could be nine months for a seasonal business.

18  
19 Ms. Peck asked if there is precedent for offering financial incentives for signs to become  
20 compliant. Mr. Brooks said he has never heard of that, and he personally would rather see his tax  
21 dollars used in other ways. Mr. Corwin asked if a new business should be allowed the same non-  
22 conforming sign. Mr. Jacques and Mr. Bradley said they should have to conform to current  
23 regulations. What if an entire building is painted a color identified with that business? Is the  
24 entire building a sign? Is that a distraction and safety hazard? There was discussion about the  
25 relationship among architecture, art, graphics, and signs and the issue of regulating architectural  
26 design. Task Force members agreed that there should be a time limit, so all non-conforming  
27 signs need to be made conforming within a certain number of years. Mr. Jacques suggested that  
28 if a business keeps a non-conforming sign, they should have to pay for the privilege, because that  
29 sign has actual value to the business.

#### 30 31 **D. Regulations for Specific Uses**

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33 Are there specific uses that should be allowed more signage? Should recreational fields be  
34 allowed an unlimited number of sponsorship signs? Convenience stores/gas stations have a lot of  
35 signs. Mr. Jacques said there should be some restrictions on the size and appearance of signs at  
36 recreational fields. Banners can become tattered over time, so he suggested a permit fee and a  
37 time limit.

#### 38 39 **B. Historic District Considerations**

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41 Mr. Corwin said it seems to him that the historic district is worthy of special consideration,  
42 especially regarding electronic message boards. Now, the rules are the same as anywhere else.  
43 Mr. Jacques said the signs on poles on the green (promoting Lebanon) need to be considered.  
44 Mr. Brooks said it would be too bad if signs on South Park Street turn into aluminum, backlit  
45 signs. Mr. Clancy said context is important. There could be special regulations for the historic  
46 district and downtown West Lebanon. Ms. Peck said there could be heritage-sensitive areas. Mr.

1 Welsch mentioned historic plaques. Mr. Jacques expressed the hope that the City would make  
2 gateway signs special as an act of good faith.

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4 **E. Wrap-up/Next Steps**

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6 Mr. Corwin said he plans a survey. He said members should email him with any additional  
7 comments, questions, or observations about signs. Photos are great. The Task Force will  
8 reconvene, probably in August. Mr. Jacques said Task Force members could do "homework" as  
9 needed, and he offered to make sure the survey is distributed to Chamber of Commerce  
10 members. Mr. Clancy suggested that Mr. Corwin circulate a draft survey to Task Force members  
11 first for comment.

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13 **IV. OTHER BUSINESS: None**

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15 **III. ADJOURNMENT**

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17 The meeting was adjourned at 7:26 p.m.

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19 Respectfully submitted,

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21  
22 Charles Glazer  
23 Recording Secretary